



OFFICE OF COMMUNITY DEVELOPMENT
6400 El Verde Road, Leon Valley, TX 78238
Phone: (210) 684-1391 X232 Fax: (210) 509-8288
www.cityofleonvalley.org

SECTION I. LANDSCAPE PLAN APPLICATION

DEFINITION:

A component of a development plan on which is shown proposed landscape species/varieties (as well as number, spacing, size at time of planting, and planting details); proposals for protection of existing vegetation during and after construction; proposed treatment of hard and soft surfaces; proposed decorative features; grade changes; buffers and screening devices; and other information that may be required in order that an informed decision can be made by the approving authority. (Also see the definition of LANDSCAPING per Chapter 30, "Zoning Code")

PURPOSE:

To review and ensure that a submitted Landscape Plan is based upon compliance with all applicable City ordinances, resolutions, and policies; and enhances the City's environmental, aesthetic, and economic qualities (see Section 30.405, "Zoning Code").

SUBMITTAL REQUIREMENTS:

Please note that a Landscape Plan Package (LPP) is required for any new construction and as part of the Specific Use Permit. You may additionally note that proper staff review of this application is dependent upon the accuracy of the information provided. Any inaccurate or incomplete information provided by you or your agent may delay the proper review of your project and/or cause the return of this application.

LANDSCAPE PLAN PACKAGE consists of the following or it will be deemed incomplete:

- ☐ Two (2) copies of the completed Landscape Application. Please note that one (1) copy should be the original.
- ☐ Two (2) folded 24"X36" blue or black line prints of the actual Landscape Plan. The Plan shall include items listed on the attached Detailed Landscape Plan Requirement Checklist; and
- ☐ One 8 ½" X 11" or 11" X 17" reduced readable print of the proposed Landscape Plan.



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APPROVAL PROCESS:

SPECIFIC USE PERMIT APPLICATION

- The LPP is to be submitted along with the Specific Use permit (SUP) application, in correct form, no later than the first Monday of the first working day of the month (or no less than 25 days prior to the City Council meeting when hearings are scheduled separately for the SUP);
- Interdepartmental staff review is provided to the applicant (a maximum of five (5) working days)*;
- Resolution of all review comments by applicant and resubmittal of the LPP are due no later than 5:30pm on the Monday of the week preceding the Zoning Commission meeting at which the SUP is considered;
- Zoning Commission review of the Landscape Plan and the public hearing is held the 4th Tuesday of the month, where the recommendation of the request is considered; and
- City Council review of the Landscape Plan and public hearing are held the 1st Tuesday of the month where the request is either approved or disapproved.

BUILDING PERMIT/CERTIFICATE OF OCCUPANCY APPLICATION

- The LPP is submitted with the Building Permit or Certificate of Occupancy application;
- Interdepartmental staff review provided to applicant (two days to two days)*;
- Resolution of all review comments by applicant and resubmittal of LPP (if you are required to amend and resubmit initial plans, resubmittal of two blue/blacklines (and two sets of supporting documents) are required for subsequent review by officials; and
- The Permanent Certificate of Occupancy will be issued when LPP conforms to landscaping regulations. Temporary Certificate of Occupancy permits may be issued prior to compliance with these requirements, but shall NOT exceed 60 days.

* Each LPP shall be reviewed by the Zoning Administrator or his/her designate, to determine whether or not the Plan complies with the requirements of the Landscape section of the Zoning Ordinance. The Plan must be approved prior to the issuance of a building permit.

EXCEPTIONS:

The requirements of the Landscaping section of the Zoning Code, Section 30.4405, shall NOT apply to the following:

- Areas used for parking or other vehicular uses under, on, or within buildings;
- Parking areas serving single- and two- family residential uses;
- Building and/or occupancy permits for the substantial restoration, within a period of twelve (12) months, of a building which has been damaged by fire, explosion, flood, tornado, riot, act of the public enemy, or accident of any kind; or
- Where a valid Building Permit was issued prior to November 3, 1994, the landscaping requirements in effect at the time of issuance, including all requirements of an applicable Specific Use Permit, shall apply to such permit.

FEES:

The City Council may set and require certain Landscape Plan review and inspection fees be paid prior to the City's review of a landscape site plan.

COMPLAINT:

Failure to comply with the landscaping regulations, Section 30.405 of the Leon Valley Zoning Code, shall prevent failure of any building permits and/or permanent occupancy permits.

NOTE: Copies of the Zoning Ordinance may be obtained from the Community Development Department at Leon Valley City Hall.

Office Use Only
Case Number: _____
Staff Initials: _____



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LANDSCAPE PLAN REVIEW APPLICATION

PRINT (In Ink) or TYPE Type: ☐ SUP (Case # _____) ☐ Bldg. Permit ☐ C of O (# _____)

Name of Applicant: _____ Status (check one) ☐ OWNER ☐ AGENT

CONTACT INFORMATION

Address: _____

Phone: () _____

Work: () _____

Fax: () _____

Cell: () _____

PROPERTY DESCRIPTION

Address: _____ Legal Description: _____

Current Zoning: ☐ B-2 (retail) ☐ B-3 (commercial) ☐ I-1 (industrial) ☐ B-1 (sm. Business)
 ☐ O-1 (office) ☐ R-1 (single-family) ☐ R-2 (two-family) ☐ R-3 (multi-family)
 ☐ R-3A (multi-family retire.) ☐ R-4 (townhouse) ☐ R-5 (manufactured hm)
 ☐ R-6 (garden hm)

Existing Use of Property (or state "none"): _____

Proposed Use and Description: _____

Acreage and/or Square Footage: _____

Is this: ☐ NEW CONSTRUCTION or ☐ ADDITION TO EXISTING BLDG.(square footage _____)

APPLICATION CERTIFICATION

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with in full whether specified herein or not. Approval of the landscape plan does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the property.

Signature of Applicant/Authorized Agent

Date

OFFICE USE ONLY

The landscape Plan has been reviewed and is ☐ APPROVED ☐ DISAPPROVED with the following comments/conditions: _____

Signed: _____ Title: _____ Date: _____

SECTION II. LANDSCAPE PLAN REQUIREMENTS

MINIMUM STANDARDS AND APPLICABILITY:

- 1) No building and/or occupancy permit shall be issued unless and until such issuance conforms to the requirements set forth in the Landscaping Requirements, Section 30.405f.
- 2) These regulations shall be a minimum standard, and shall apply to the entire incorporated area of Leon Valley. A minimum percentage of the total area of the lot upon which development, (re)construction occurs for any use after November 3, 1994 shall be devoted to landscaping in accordance with the provisions contained within the Landscaping section of the Code.
- 3) The Landscaping section of the Code shall apply to new development or to the expansions of existing development within the City, unless specifically exempted. Split ownership, planning or construction in phases, or multiple building permits for a project shall not prevent it from complying with these requirements.
- 4) Projects which are expansions of existing developments shall provide landscaping based upon the ratio of the area of the expansion to the area of the existing development. Projects for which building permits total 50 percent or more of the appraised value of the existing improvements shall comply with all landscaping requirements.
- 5) This section shall become applicable to a lot with improvements when an application is made for a building permit for construction work that:
 - a) Increases the combined floor areas of all buildings on a lot by more than 25 percent or 5,000 square feet, whichever is less; or
 - b) Increases the impermeable coverage on a lot by more than 2,000 square feet.
- 6) When the Landscape section of the Code becomes applicable to a lot, its requirements are binding on all current and subsequent owners of the lot.

ALTERNATIVE COMPLIANCE:

Notwithstanding all of the provisions of the Landscape section of the Zoning Code, a Landscape Plan that is alternative to strict compliance with the various landscaping requirements may be approved by the Zoning Administrator is so recommended by the Building Official. The recommendation shall be based on the Official's findings that such plan is good or better than a plan in strict compliance with Section 30.405f and meet the provisions of Section 30.405c(5.), *Alternative Landscaping*. In particular, consideration should be given to preservation of large oak, elm, and pecan trees, which are not necessarily in required landscape areas.



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DETAILED LANDSCAPE PLAN REQUIREMENT CHECKLIST

- ☐ two (2) scaled drawings
- ☐ sheet size 24"X36"
- ☐ title in lower right hand corner of drawing:
LANDSCAPE PLAN FOR _____
(name of description of use)
(general location of property)
(legal description)
(annotate acreage, and number of lots/units)
- ☐ boundary lines, consisting of angles, dimensions and reference to a block corner (intersection)
- ☐ north point
- ☐ graphic scale
- ☐ name, address, phone of current property owner
- ☐ name, address, phone of plan preparer
- ☐ date of drawing with a place for revision dates

EXISTING AND PROPOSED SITE FEATURES

General Information:

- ☐ zoning classification of lot and all adjacent properties
- ☐ approximate center line of existing water courses
- ☐ approximate location of significant drainage features
- ☐ existing and proposed easements on or adjacent to lot
- ☐ location, dimensions and square footage (sf) size of existing/proposed parking spaces, driveways, and other vehicle areas

Plan & Other Related Materials:

- ☐ location and size of proposed "landscape areas"
- ☐ description of proposed plan materials, including location, size, quantity, and type (common and botanical names)
- ☐ description of landscaping credit attached (typed document detailing applied landscaping credit)
- ☐ designation and description of areas of nonliving ground cover which are not intended as mulches
- ☐ street yard areas conforming to the minimum landscaping requirements (required percentage of landscape area according to the use of the property, not necessarily the zone)

Irrigation:

- ☐ description of proposed irrigation method
- ☐ system to be installed per current Uniform Plumbing Code
- ☐ location of irrigation sprinklers, hose bibs, and water outlets

Streets, highway, etc...

- ☐ location and size of proposed streets and/or alleys
- ☐ existing and proposed sidewalks adjacent to the street
buffering landscape area provided along all dedicated streets/highways (area shall be a minimum of 6-feet from the property line to any vehicular paving and/or building line)
- ☐ non-paved right-of-way has landscape area
- ☐ right-of way landscaping observes provisions pertaining to traffic and pedestrian safety
- ☐ effective buffering from street view is provided to vehicular use areas, parking lots, and vehicles associated with such
- ☐ landscaping, excluding grass or ground cover, not located closer than 3-feet from edge of any accessway pavement

